



## **Lab 10: Oral presentation**

### **Due: At the start of Lab in Week #10**

### **Personal Critique due Tuesday, May 22, 2012**

#### **1. Outcomes**

- Practice oral communication skills in a team environment.
- Communicate in a technical fashion the requirements, design, and implementation of your RC Car Software.
- Self critique on your presentation

#### **2. Scope of Presentations**

Each team will be responsible for preparing an oral presentation describing their Mindstorm robot and control software. While the exact flow of the presentation is up to the team, areas that should be covered include

1. The requirements for the Robot
2. The Use Cases for the Robot software
3. The domain model for the Robot software
4. The Design model for the Robot software, including any relevant state machines
5. The subsystem design for the Robot software
6. Things that went right and wrong with the process
7. A demonstration of the Robot operating and performing meaningful tasks.

The overall presentation slot is 15 minutes per team, and all team members must speak on a technical topic. Presentations should be at least 12 minutes in length, and team members shall be prepared to answer technical questions on their design and implementation.

Each presentation also shall include visuals. In the past most teams have used PowerPoint, though there are other techniques that can be used. The visuals shall serve to support the presentation, and should follow the rules for good visuals (legibility, layout, etc.) If PowerPoint is used, the presentation should be archived in SVN.

Presentation visuals that have worked effectively in the past include items such as use case diagrams, high level class diagrams and / or partial class diagrams<sup>1</sup>

#### **3. Assessment**

Your presentation will be assessed using the rubric provided in the back of this handout.

In addition to the instructor evaluation, your classmates will be assessing your presentation on bubble sheets and feedback will be provided to you on your performance.

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<sup>1</sup> Class diagrams which either show part of the class or omit portions of the attributes or methods.



## 4. Personal Critique

All oral presentations will be videotaped and uploaded to the course website.

Each presenter will be responsible for watching their presentation online and submitting via e-mail a one paragraph critique of the presentation. In specific, the critique should address:

1. What was your biggest mistake in the presentation?
2. What part of the presentation do you feel was most effective and / or the best part of the presentation?
3. Were there items in your delivery that distracted from the presentation (i.e. notes reading, excess motion, facing the screen too much, etc.)?
4. How effective was the team at transitioning topics and speakers (aka how was the flow of the presentation)

## 5. Hints for success

Oral presentation skills are a vital skill for success in an engineering career. As such, being successful takes practice.

While there is no specific requirement preventing you from using notes during your presentation, be very careful with their usage. You should not directly read from your presentation notes, as it can be very distracting to the audience and result in a loss of interest.

As a team, it is also highly recommended that you practice your presentation, preferably in front of one or two classmates, before making your final presentation. This dry run will help you to uncover problems in your presentation and feel more comfortable when the final presentation is made. Those who have done this in the past have had significantly better presentations.

When performing demonstrations, it helps if one person operates the demonstration while another person explains what is happening with the demo. Trying to perform an demonstration and explaining the demonstration at the same time often is not effective.

While it may not be possible to do this, it is recommended that you check your presentation visuals on the projector in advance of the presentation. This may aid in making sure things are legible and formatted properly for your presentation.



### SE2890 Oral Presentation Rubric

Team Name: \_\_\_\_\_ Date: \_\_\_\_\_

Team

	3 - Excellent	2 - Proficient	1 - Apprentice	0 - Novice
Visuals  Score: _____	<ul style="list-style-type: none"> <li>Text is easily readable.</li> <li>Graphics use constantly supports the presentation.</li> <li>Slide composition has a professional look that enhances the presentation.</li> </ul>	<ul style="list-style-type: none"> <li>Text is readable.</li> <li>Graphics use mostly supports the presentation.</li> <li>Slide composition is not visually appealing, but does not detract from the presentation.</li> </ul>	<ul style="list-style-type: none"> <li>Text is readable with effort.</li> <li>Graphics use rarely supports the presentation.</li> <li>Slide composition sometimes distracts from the presentation.</li> </ul>	<ul style="list-style-type: none"> <li>Text is not readable.</li> <li>Graphics use does not support the presentation.</li> <li>Slide composition format is clearly distracting, obscuring the presentation.</li> </ul>
Organization  Score: _____	<ul style="list-style-type: none"> <li>Information presented in logical and interesting sequence that the audience can easily follow.</li> </ul>	<ul style="list-style-type: none"> <li>Information presented in a logical sequence that the audience can easily follow.</li> </ul>	<ul style="list-style-type: none"> <li>Information not always presented in a logical sequence; audience has difficulty following presentation.</li> </ul>	<ul style="list-style-type: none"> <li>Information not presented a logical sequence; audience cannot understand presentation</li> </ul>
Handling of Questions  Score: _____	<ul style="list-style-type: none"> <li>Demonstrates full knowledge of the material; can explain and elaborate on expected questions.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates sufficient knowledge of the material to answer expected questions.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates difficulty answering expected questions beyond a rudimentary level.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates an inability to answer expected questions.</li> </ul>

Individual

	3 - Excellent	2 - Proficient	1 - Apprentice	0 - Novice
Presentation Skills  Score: _____	<ul style="list-style-type: none"> <li>Clearly heard and polished.</li> <li>Attitude indicates confidence and enthusiasm.</li> <li>Audience attention is constantly maintained.</li> </ul>	<ul style="list-style-type: none"> <li>Clearly heard but not polished.</li> <li>Attitude indicates confidence but not enthusiasm.</li> <li>Audience attention is mostly maintained.</li> </ul>	<ul style="list-style-type: none"> <li>Difficult to hear and/or moments of awkwardness.</li> <li>Attitude indicates some lack of confidence and/or disinterest in subject.</li> <li>Audience attention is minimally maintained.</li> </ul>	<ul style="list-style-type: none"> <li>Inaudible; several awkward pauses.</li> <li>Attitude indicates lack of confidence and/or disinterest in subject.</li> <li>Audience attention is not maintained.</li> </ul>
Content  Score: _____	<ul style="list-style-type: none"> <li>Addresses all specified content areas.</li> <li>Material abundantly supports the topic.</li> <li>Use of engineering terms and jargon matches audience knowledge level.</li> </ul>	<ul style="list-style-type: none"> <li>Addresses most content areas.</li> <li>Material sufficiently supports the topic.</li> <li>Use of engineering terms and jargon mostly matches audience knowledge level.</li> </ul>	<ul style="list-style-type: none"> <li>Addresses some of the content areas.</li> <li>Material minimally supports the topic.</li> <li>Use of engineering terms and jargon minimally matches audience knowledge level.</li> </ul>	<ul style="list-style-type: none"> <li>Addresses few of the content areas.</li> <li>Material does not support the topic.</li> <li>Use of engineering terms and jargon does not match audience knowledge level.</li> </ul>
Speaker	Presentation / Content			
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Comments: